

Chapter 1

GENERAL INSTRUCTIONS

1.1 Purpose of Handbook

The purpose of this handbook is to provide Navy personnel with uniform procedures for basic functions in the inspection, packaging, handling, storage, and transportation (IPHST) of general equipment classifications under the material management cognizance of the Naval Sea Systems Command (NAVSEA) and the Naval Inventory Control Point Mechanicsburg (NAVICP-M). The provisions of this handbook do not apply to nuclear reactor National Stock Numbers (NSNs) identified by Special Material Identification Code (SMIC) X1 through X5. It is intended to provide basic guidance to personnel not normally associated with IPHST functions and to supplement the experience and information sources of stock point personnel. These guidelines give the minimum protection necessary to protect valuable Navy assets, whether in ready-for-issue (RFI) condition or awaiting repairs (non-RFI).

The handbook does not replace preparation for delivery or packaging instructions to contractors or Designated Overhaul Points (DOP). Packaging instructions are issued by the appropriate Inventory Control Activities - NAVSEA for 2F, 2J, and 2S cognizance coded equipment and NAVICP for 1H, 3H, 4Y, 6D, 6Y, 7H, and 7Z cognizance coded equipment - as each item and delivery situation dictates.

1.2 Background

Military and Federal standards and specifications, the Joint Packaging Manual, NAVSUP PUB 502 (0530-LP-050-2076), NAVSUP PUB 503 (0530-LP-050-3211), the manual for Storage and Materials Handling DoD 4145.19 (series), and equipment technical manuals provide information on the IPHST requirements for specific equipments. As such, they are valuable tools for assisting stock points in performing inspections and maintaining material in RFI condition. These sources, however, are not always written in simple language or available to consult. The great volume of the references also discourages their use. Errors, or delays, in the most basic IPHST decisions have resulted in damage during handling and transportation, damage or deterioration because of improper storage, and loss within the system. Equipment removed from ships to be turned in for storage or repair has particularly suffered. This handbook is intended to help personnel performing IPHST functions make correct and timely decisions. Following these basic guidelines will improve equipment care and provide better asset visibility to Inventory Managers.

1.3 Handbook Organization and Use

1.3.1 General

This handbook presents basic IPHST information in simple format and language. Engineering or logistic terms are used only when needed for clarity or to avoid using non-standard terms. Because it will be used in many places, it cannot include local directives covering IPHST functions. It provides guidance for minimum care of equipment. Where local guidance provides for greater care, follow the local guidance. Complete preservation-packaging of equipments is beyond the scope of this handbook. If complete preservation-packaging is to be done by anyone other than a manufacturer of the regular DOP, they should request specific instructions from the DOP, NAVSEA, or NAVICP's Pollution Prevention and PHS&T Division.

1.3.2 General Procedure

Chapter 2 is a General Procedure for IPHST functions. It is a necessary adjunct to, and should be considered part of, each Individual Equipment Procedure. The use of common material and uniform storage standards avoids repetition, reduces the size of the handbook and enables the user to learn frequently required procedures.

1.3.3 Individual Equipment Procedures

Chapter 3 is a series of IPHST procedures for individual equipments. These individual procedures provide exceptions to the General Procedures detailed in Chapter 2 and accent important actions for the individual equipments. They also provide complete storage requirements and recommended levels of protection. Keep in mind that the preservation-packaging and packing levels noted are general guidelines for minimum care of equipment and are not intended to replace specific preparation for delivery instructions. For example, Navy policy dictates the use of Level A packaging and Level A packing for X-CONUS shipments and shipments to FPO addresses. Level A packaging and Level C packing are generally required for Navy stock shipments (the various levels of protection are defined in Appendix A). Remember, it is always allowable to provide greater protection than indicated. These individual equipment procedures are grouped under five (5) General Equipment sections in Chapter 3:

- a. ELECTRIC/ELECTRONIC EQUIPMENT AND COMPONENTS
- b. HULL AND MECHANICAL EQUIPMENT
- c. PROPULSION, POWER, AND LINE SHAFT EQUIPMENT
- d. NAVIGATION AND SPECIAL EQUIPMENT
- e. MISCELLANEOUS

Individual procedures are arranged under the applicable General Equipment section both alphabetically (by item name) and numerically (by subparagraph number). All individual procedures are listed in the Table of Contents.

1.3.4 Appendices

Appendix A gives definitions of the specific IPHST terms used in this handbook. The definitions also include terms that are not used in this handbook but that are often found in other IPHST documents.

Appendix B provides a cross-index of equipments as an aid to handbook use. It lists a variety of equipment nomenclature, alphabetically, which may be found on containers or identification plates. When equipment is found whose name does not "fit" a specific procedure, check Appendix B. The page number of the specific procedure that applies is listed after the equipment name.

Appendix C is a brief listing of Automatic Data Processing (ADP) and software resources that are currently available. These items are useful in determining and interpreting packaging and storage requirements.

Appendix D is a list of material, container, and general packaging documents referenced in this handbook. Also included are other specifications and standards that may be of assistance to the user.

Appendix E is a directory of both NAVSEA and NAVSUP points of contact for IPHST questions and consultation. Addresses and telephone numbers for each individual activity are provided.